

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

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| DEPARTMENT | Financial Information System for California (FI\$Cal) | DIVISION | Administrative Services Division, Business Services Section |
| CLASSIFICATION | Staff Services Manager II | POSITION NUMBER(S) | 333-650-4969-001 |
| TENURE/TIME BASE CBID | Permanent/Full Time M01 | SALARY RANGE | \$6,913.00 - \$7,853.00 Per Month |
| RELEASE DATE | 12/8/2017 | FINAL FILING DATE | 12/22/2017 |

DOING WHAT IS BEST FOR THE FUTURE OF CALIFORNIA'S FINANCIAL ENTERPRISE!

Looking for a change? Do you want to make a real difference? Join the team responsible for changing financial management in the State of California.

The Financial Information System for California (FI\$Cal) is a historic partnership of the Department of Finance, the State Treasurer's Office, the State Controller's Office, and the Department of General Services — to transform the existing budgeting, accounting, procurement, and cash management systems to optimize the financial business management of the State. FI\$Cal will allow the State to operate as a single enterprise for the first time in history.

Join FI\$Cal. With a passion for implementing change and vision for enterprise-wide thinking, you will take a leading role in achieving our goal to bring enterprise resource planning tools and statewide process improvement to the State of California.

FI\$Cal IS SEEKING MOTIVATED CANDIDATES WITH THE FOLLOWING CHARACTERISTICS:

- ✧ Ability to exercise a high degree of initiative, independence of action, and originality;
- ✧ Ability to learn rapidly, follow directions, and communicate effectively with others;
- ✧ Ability to work unscheduled excess hours if needed to achieve Project goals;
- ✧ Ability to maintain regular, consistent, and predictable attendance.

Candidates must also:

- ✧ Demonstrate good judgment, tact, initiative, and diplomacy;
- ✧ Be highly adaptable – and have the ability to adjust to multiple, changing priorities requiring quick turnaround;
- ✧ Be able to work in a matrix team environment, collaboratively and cooperatively with staff from multiple departments and agencies, and numerous vendors.

DUTIES: Under general direction of the Chief, Departmental Operations Office (Staff Services Manager III), the Staff Services Manager II (Managerial) (SSM II) is responsible for overseeing all operational and administrative functions in the FI\$Cal Business Services Section (BSS). The SSM II has significant responsibilities, including formulating and administering BSS policies and procedures. The incumbent manages and serves as the subject matter expert in the areas of facilities management, space planning

and design, functional contract management, non-information technology (IT) and IT asset management, emergency preparedness, continuity planning and oversight, inventory control, desktop support and telecommunications.

The SSM II's role is central to FI\$Cal's primary mission. This position requires broad knowledge and understanding of state business services related programs and policies. The SSM II applies a high-level of expertise in the planning, management, and operation of FI\$Cal facilities and develops a strategic plan to ensure compliance with state laws and rules and conformance with regulatory agencies. The incumbent manages non-IT goods and services contracts; asset management and inventory; telecommunication services, etc. essential to the department's mission and goals. The SSM II plans, organizes, and manages a team of professionals in the respective business and desktop services fields.

WHO MAY APPLY: Current State employees at Staff Services Manager II level, those within transfer range, or individuals who have list eligibility.

HOW TO APPLY: All interested candidates must submit a State Application (Std. 678, Rev. 10/2013). **Applications must be completed fully, including "to" and "from" employment dates (m/d/y), hours per week and prior employer contact information including contact number. In addition, please write "RPA # F17-055 / Position # 333-650-4969-001" in the "Examinations or Job Title" section on your application and indicate the basis of your eligibility in the job title section (i.e. Training and Development, List Eligibility, Lateral Transfer, etc.). Applications without this information may be rejected.** Please do **not** include page 5 (Equal Employment Opportunity questionnaire) of the State Application.

This recruitment may be used to fill multiple vacancies within the next 90 days. For more information, visit the [official bulletin](#).

The selected candidate considered for the advertised position may be required to undergo a fingerprint clearance and any offer of employment will be contingent upon live scan fingerprint results.

This position is designated under the FI\$Cal Conflict of Interest Code (Form 700) Policy.

APPLICATIONS SUBMITTED VIA EMAIL OR FACSIMILE WILL NOT BE ACCEPTED.

LOCATION OF WORK: Positions are located at FI\$Cal headquarters, 2000 Evergreen Street, Sacramento, CA, 95815. This location has **free parking!**

SEND APPLICATION TO:

Financial Information System for California
Human Resource Office
2000 Evergreen Street, Ste. 120
Sacramento, CA 95815

Telephone: (916) 576-5240

TDD*: (916) 324-6547

ADDITIONAL INFORMATION: For general information about the FI\$Cal, visit:
<http://www.fiscal.ca.gov>

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| APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE SCHEDULED FOR INTERVIEWS. ALL APPOINTMENTS ARE SUBJECT TO APPLICABLE PERSONNEL LAWS AND RULES. |
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California relay (telephone) service for the deaf and hearing impaired

From TDD* phones: (800) 735-2929 From Voice phones: (800) 735-2922

*TDD is a telecommunication device for the deaf and is accessible only through phones equipped with a TDD device.